



Norfolk

Department of Planning & Community Development

CONTRACTOR / OWNER ROOFING REQUIREMENTS

COSTS ARE BASED ON FLAT RATE, NOT VALUATION.

NAILOVER

1. Only two layers of shingles can be installed on any roof.
2. Both layers must be removed before installing any new roofing.
3. Ventilation requirements according to the application code must be met.

REROOF

1. All sheathing must be in good condition and secured in accordance with that specific building's applicable building codes specific loading. Damaged sheathing must be repaired or replaced. Repairs of structural members, sheathing, studs, rafters, joists, plates or sills will require a SEPARATE REPAIR PERMIT, AND THAT WORK MUST BE INSPECTED AND APPROVED PRIOR TO COVERING.
2. 3 TAB SHINGLE ROOFS require a minimum of one layer of 15# felt underlayment for slopes of 2 in 12 or greater, and secured in accordance with either the manufacturer's specifications, or with a minimum of (4) nails of proper size, type and spacing. Shingles cannot be installed for pitches less than 2 in 12.
3. TORCH-DOWN BUILT-UP roofs require installation according to the manufacturer's instructions. Contractor to supply specifications when submitting application.
4. MEMBRANE roofs require installation instructions to be supplied during the applications process, and maintenance and warranty details are to be posted – as per manufacturer's specifications.
5. SLATE roof installation and replacement requires adherence to roofing requirements according to the building code for roof support, flashing, etc ...
6. WOOD roof specifications must indicate type treatment against weathering & insect attack.
7. TILE, METAL & COMPOSITE roofs must have the composition of the material, method of installation, and manufacturer's specifications. Repainting metal roofing does not require a permit.
8. Proper roof ventilation is required – as per applicable code.
- ✓ **ALL** roof coverings, sheathing, and underlayment must be installed and secured to withstand the manufacturer's specific wind loads for **100 MPH**, be free of defects, deterioration, and abnormalities to be acceptable.
- ✓ The owner/agent/contractor must provide access to the roof for inspection.
- ✓ All removed materials to be disposed of, according to the EPA regulations.
- ✓ Design Review must approve all exterior coverings in designated zoning districts. *Compliance is mandatory.*

I, _____, agree to comply. _____
(Owner/Agent/Contractor) (Date)

(Print Name)